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Administrative Assistant - Mobilization & Community Investment

United Way of the Columbia-Willamette seeks an Administrative Assistant to perform a wide range of administrative duties in support of the Vice President-Mobilization & Community Investment and the MCI Team. Information: www.unitedway-pdx.org. Forward cover letter and resume to employment@unitedway-pdx.org. Job #400. Closes 7/25/10. An Equal Opportunity Employer.



LIFEWORKS
NORTHWEST

For a complete listing of open positions visit:
www.lifeworksnw.org

LifeWorks NW is a leading non-profit that provides culturally-responsive mental health & addiction treatment, prevention & related service to children, adults & families.

Project Network, a residential program in N. Portland, focuses on the African American community for women in recovery who are with their small children. Openings for on-call and part-time Teachers (Childcare Workers). Must have current first aid/CPR card, be at least 18 yrs old, have 2 yrs experience in childcare setting.

LifeWorks NW believes that diversity strengthens our workforce and empowers our community. We encourage women and men of all cultural backgrounds and ages to apply. To apply for this or other job openings, go to www.lifeworksnw.org. Equal Opportunity Employer.

BILL TO COST CENTER:
MA SN MC RES LA
SECTION: 433, Social Services
Keyword: Mental Health

**Residential Program
Development Specialist
Mental Health & Addiction Services
Multnomah County
Recruitment #6021-58
Closes 8/6/10
For full job posting please
Visit our website at:
www.multcojobs.org**



CLASSIFIEDS/BIDS

**CITY OF VANCOUVER, WASHINGTON
INVITATION TO BID**

ST JOHNS & ST JAMES SAFETY CORRIDOR SIGNAL INSTALLATION

Notice is hereby given that the City of Vancouver, Washington, will receive sealed bids up to the hour of **11:00 a.m., Pacific Local Time, Tuesday, August 10, 2010**, and publicly opened and read aloud at that time on the same day in the Procurement Services Conference Room, 610 Esther Street, 2nd Floor, Vancouver, Washington, for the following:

This contract provides for the improvement of new local traffic signal controllers, modifications to existing traffic signal cabinets, installation of new traffic signal cabinets at select locations, high-speed Ethernet data communications over fiber optic cable, new communications infrastructure where existing gaps are present, and pedestrian ramp improvements and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

The work under the contract shall be fully completed within **60** working days.

Bidding documents may be examined in Owner's office, City of Vancouver, Washington,

Procurement Services, 610 Esther St, 2nd Floor, Vancouver Washington. Bidding documents may be obtained from the Builder's Exchange of Washington website at <http://bxwa.com>. Click on Posted Projects, Public Works, City of Vancouver and Projects Bidding links. These are available for viewing, downloading and printing at your own equipment free of charge. You may also link to the Builder's Exchange website through the City of Vancouver's Projects Currently out for Solicitation page.

It is the sole responsibility of the Bidder to learn of Addendum, if any. Such information may be obtained from the Builder's Exchange of Washington (BXWA) web site, <http://bxwa.com> and clicking on Posted Projects, Public Works, City of Vancouver and Projects Bidding links; however the sole responsibility for obtaining and learning of Addendum belongs to the Bidder. The City of Vancouver accepts no responsibility or liability and will provide no accommodation to bidders who fail to check for addendums and submit inadequate or incorrect responses.

A list of plan centers that have received sets of Bidding Documents for the work contemplated herein is available on the BXWA website at or call Procurement Services at (360) 619-1030.

Bids shall be in accordance with the specifications and other contract documents on file in Procurement Services, phone (360) 619-1030, where copies may be obtained. Bid results may be obtained within

24 hours after the bid opening by accessing our website, shown above.

All bids shall be delivered to the attention of the Procurement Services Manager, City of Vancouver, P. O. Box 1995, Vancouver, Washington 98668 or 610 Esther Street, 1st Floor. Bids shall be placed in an envelope which is sealed and which clearly states the name of the bidder, the date of the bid opening, and appropriate wording to indicate definitely the nature of the contents. Do not send bids by FAX or email. Bids submitted via FAX or email will not be accepted.

The City of Vancouver in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252,

42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby

notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race,

color or national origin in consideration for an award.

The City of Vancouver is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. (Section 4 of Chapter 56, Laws of 1975, 1st Ex. Sess., State of Washington).

All bid proposals must be accompanied by a bid proposal deposit in cashier's check, or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Vancouver.

The City of Vancouver reserves the right to cancel this invitation or reject any and all bids submitted or to waive any minor formalities of this call if in the judgment of the City Council the best interest of the City would be served.

No bidder may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding forty-five (45) days. If it is determined to be in the best interest of the city, the city reserves the right to request an extension of bid prices during the review process.

Anna L. Vogel
Procurement Services Supervisor



You Belong on Our Team!

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TTY: 503-988-5170

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